

**NATIONAL PARK SERVICE
PERSONAL PROPERTY MANAGEMENT HANDBOOK # 44**

10.36 Lost and Found Property

It is the policy of the National Park Service to return unclaimed lost property to the finder after 60 days. Items which are not claimed by the owner or eligible finder within 60 days shall be considered abandoned to the United States and disposed of in accordance with 41 CFR 101-48. Exceptions to the above are as follows:

(1) No NPS employee, concession employee, NPS contract employee, resident cooperator employee, volunteers in the parks, members of their immediate families may receive any items of found property.

(2) Property identified in 41 CFR 101-48 shall not be returned to the finder or the owner as specified herein. Under no circumstances shall firearms be returned to the finder. Firearms may be returned to the owner only after all State and NPS law enforcement requirements have been met.

(3) Items of little or no value such as single gloves, broken or damaged property, toys, wearing apparel, false teeth, eyeglasses, and similar property shall be documented by a Report of Survey and will be either donated to charitable nonprofit organizations or destroyed. In cases of destruction, at least one NPS employee shall witness the destruction and certify as such on the Report of Survey.

(4) Items of property which can be clearly identified as usable by the Service may be retained and placed on equipment inventories in accordance with 41 CFR 101-48.

All lost and found property brought to the attention of an employee by the finder shall be recorded by the employee on NPS Form 10-166 (Lost and Found Report). Care must be exercised in completing all sections of the form to insure sufficient information is recorded to identify the property and the finder. A case number using the standard Park Service Case Incident Reporting System shall be assigned to the form and recorded on all property records.

Employees finding or receiving money, jewelry, or other valuable articles shall immediately place them in the care of a Supervisor who shall deposit them in a safe or other secure storage facility. Accountable Officers shall designate an individual to be responsible for the receipt, storage, and security of found property. Employees authorized to have keys and access to the property storage areas shall be held to an absolute minimum. Owners claiming found property may sign for and receive the article at any receiving station after presenting proof of ownership of the article and their personal identification. Under no circumstances shall property be released without obtaining, as a minimum, the owner's full name, address, phone number, and a signature acknowledging receipt of the property. This information shall be recorded on the Form 10-166.

Semi-annual inventories and/or audits shall be made of all stored found property. The responsible individual shall certify, in writing to the Accountable Officer, that inventories or audits have been completed and that all property is accounted for and is in agreement with official property records (Form 10-166). When an audit or inventory reveals that an article is missing or unaccounted for, the Accountable Officer shall notify, in writing, the designated responsible individual.